

TOWN OF WINSLOW

VOLUNTARY MUNICIPAL FARM SUPPORT PROGRAM

Application and Requirements

Pursuant to Title 7, Chapter 2-C, Section 4 Rules



Application and supporting documents must be submitted to the Winslow Assessor on or before October 1st to be considered for property tax relief in the following tax year.

Please contact the Winslow Assessor for assistance in filing this application.

**Town of Winslow
114 Benton Avenue
Winslow, Maine 04901**

**Assessor's Office
207-872-2776 Ext 5205
jmathiau@winslow-me.gov**

ON LINE: www.winslow-me.gov/departments/assessor

IMPORTANT INFORMATION

To be considered for the Voluntary Municipal Farm Support Arrangement, the application must include the following:

- ☐ Statement of Intent (Part A)
- ☐ Detailed list of farmland and farm buildings to be considered (Part B)
- ☐ Farm Income Report (Part C)
- ☐ Two (2) letters of support from either individuals or businesses within the town of Winslow
- ☐ Photo I.D. of all property owners
- ☐ Aerial photograph of the parcel(s) that clearly delineates the farmland and farm buildings that would be subject to the proposed easement
- ☐ Application fee of \$200 made payable to the town of Winslow

The Assessor shall review the application and supporting documentation for completeness.

If the application is incomplete, the Assessor shall provide the applicant(s) written notice and shall provide guidance as to whether the applicant can resubmit a complete application.

If the application is complete, the Assessor shall notify the Agricultural Commission and schedule a date and time for the Assessor and a Commission member to visit the property. Upon completion of the site review, the Assessor shall prepare a written summary detailing the visit, including any verbal and written communications and a description of the farmland and farm buildings.

On or before December 31st, the Agricultural Commission shall present the written summary and its recommendation to the Winslow Town Council who shall then vote to - accept as proposed; amend and accept; or deny.

Once approved by the Town Council, the landowner(s) become qualified to enter into a Farm Support Arrangement with the Town of Winslow. The town agrees to make farm support payments to the landowner(s) on those assets designated and the landowner(s) agree to continue to grow crops and/or produce agricultural products under the terms of the Agricultural Easement. The easement must be recorded in the Kennebec County Registry of Deeds.

As part of the Farm Support Arrangement, the landowner(s) must submit each year, on or before May 1st, the annual fee of \$50 made payable to the Town of Winslow and the Farm Income Report and every two (2) years, be subject to an on-site inspection by the Winslow Assessor, of the qualified Farmland and Farm Buildings. Each year, the Assessor shall submit a written report to the WAC on or before June 1st as to the status of the Qualified Agricultural Easement.

PART A - Landowner's Statement of Intent

Pursuant to M.R.S.A. Title 7, Chapter 2-C, Section 4 Rules: Farm Application Requirements

We, the undersigned, declare that:

We wish to enter into a **Farm Support Arrangement** with the Town of Winslow on _____ total acres of farmland. If our application is approved by the Town of Winslow, it is our intent to continue to farm this land to produce:

_____ *(list of crops and/or agricultural products)*

and/or to raise:

_____ *(list types of livestock)*

for a term of 20 (twenty) years.

In choosing to pursue this Farm Support Arrangement we *(please check one)*:

☐ Have retained legal counsel _____ *(name of attorney)*
to review the Agricultural Conservation Easement document on our behalf.

☐ Have elected to waive any legal representation.

We also declare that should our Farm Support Arrangement be approved by the Town of Winslow, we agree to pay all of the municipality's costs for preparing and filing the Agricultural Conservation Easement in the Kennebec County Registry of Deeds located at 1 Weston Court, Augusta , Maine.

Legal Owner(s) of the farmland property must sign this application to validate eligibility.

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Dated _____ Contact Phone Number _____

Assessor's Use Only

Received By _____

Municipal Official

_____	_____
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Date

Time

PART B - Land & Buildings Subject to Easement

Pursuant to M.R.S.A. Title 7, Chapter 2-C, Section 4 Rules: Farm Application Requirements

Use a separate page for each separately assessed parcel. See instructions.

PARCEL OF MAP NO LOT NO

Physical Location (No & Street)

List Deeds - Book/Page References

Is your land surveyed? ☐ NO ☐ YES **** see below

Number of Acres in this Parcel Proposed for the Easement

Farm Buildings on this Parcel Proposed for the Easement - list each building separately

	Description	Dimensions	Current Use
Bldg 1			
Bldg 2			
Bldg 3			
Bldg 4			
Bldg 5			
Bldg 6			
Bldg 7			
Bldg 8			

Use additional sheets if needed to list additional structures.

Mortgaged Assets - please list any current mortgage(s) associated with this parcel

Lender Name	Lender Address & Phone Number	Mortgage Number	Loan Amount	Pay-Off Date

Use additional sheets if needed to list additional mortgages.

**** **Please Note:** If you checked YES, please provide a copy of the survey with the application. If you checked NO and the Farmland Support Arrangement is approved, you may choose, at your own expense; to survey the land that will be subject to the easement. Otherwise, the aerial photograph that outlines and labels the farmland, farm buildings and easement boundaries will be considered sufficient documentation.

PART C - Farm Income Report

Pursuant to M.R.S.A. Title 7, Chapter 2-C, Section 4 Rules: Farm Application Requirements

1. Please provide detailed information regarding the income derived from crops and/or agricultural products during the previous calendar year.
2. If you filed an IRS Tax Form - Schedule F for income tax purposes, please attach a copy.
3. If you did not receive a monetary payment for crop and/or agricultural product on this parcel then you must state the fair market value of the product harvested.

The following income information represents the calendar year of

(Indicate Year)

Type of Crop or Agricultural Products or Livestock	Yield # of Units	Value Per Unit \$\$\$\$\$\$	Total Value (Yield x Value) \$\$\$\$\$	Source of Product (sold to local farmer, household consumption)

Application Instructions

Pursuant to M.R.S.A. Title 7, Chapter 2-C, Section 4 Rules: Farm Application Requirements

PART A. Statement of Intent. In the first field, indicate the total number of acres proposed for the Agricultural Conservation Easement. The list of crops and/or livestock must be specific to the majority use of the property. It is very important for the landowner to recognize the magnitude and significance of the proposed arrangement and to seek its own legal counsel for the best advice. All property owner(s) must sign in order to complete the statement.

PART B. Land and Buildings Subject to Easement. If the proposed easement includes more than one parcel, then an additional page (Part B) for each parcel must be included with the application.

Parcel. Indicate the parcel being described as 1 OF 1, or 1 OF 2, 2 OF 2, etc.

Tax Map-Lot Number. Enter the proper map and lot number as identified on the Assessor's tax maps located in the town office; that coincides with the parcel being described.

Physical Location. Enter the street name and street number if applicable.

List Deeds. Enter all recorded deeds for this parcel using the book and page numerical reference. This information is available in the town Assessor's office.

Land Survey. Indicate whether you have a certified survey of your land. If you answered yes, you are required to furnish a copy with this application.

Number of Acres. Enter only the number of acres specific to this parcel that you propose to include in the Agricultural Conservation Easement.

Farm Buildings. Enter each building you propose to include in the Agricultural Conservation Easement and which is specific to the parcel represented on this page. Provide detail as requested.

Mortgaged Assets. If a mortgage exists with this parcel, then you must provide lender's name, address, document number and loan amount as required.

Application Instructions Continued

Pursuant to M.R.S.A. Title 7, Chapter 2-C, Section 4 Rules: Farm Application Requirements

PART C. Farm Income Report. Provide detailed data that represents the whole farm and which includes the income derived from agricultural harvest during the previous calendar year. If you filed a Schedule F with your previous year's income tax return, please attach a copy to the application.

Each item must be listed and must include the previous year's yield of that product, the value per unit and the source of that product. If the product is not held for sale, but is consumed by the household, it must be documented by the landowner but may be included in the Farm Income Report to satisfy the \$2,000 annual income requirement.

ADDITIONAL REQUIREMENTS TO THE APPLICATION

The following documents must be included with the application at the time of submission

Letters of Support. You must provide two (2) letters of support from either individuals or businesses within the town of Winslow. The letters must describe the importance of supporting and protecting your specific farm, with detailed examples and/or references to that nature.

Photo I.D. Each individual owner listed as such on the Statement of Intent on page 3 must provide a copy of their drivers license or state identification and submit with the application.

Aerial Photo. Your application must include an aerial view of the whole farm with a clear boundary depicted for the easement area proposed for the farm's Agricultural Conservation Easement. The photo must delineate the farm's acreage and use type as well as the locations of any buildings to be included in the easement. Aerial maps are available in the Assessor's office.